

Appendix A- EPA-NTEU Telework Application

Employee Name: Michael McCullough		Job Title & Grade: Accountant GS12			
Office/Region and Division: Region 7 Office of Policy & Management					
Employee's Work Phone: 913-551-7943		Employee's Work E-mail Address: mccullough.michael@epa.gov			
First-line Supervisor: Carla Kohler		First-line Supervisor's Work Phone: 913-551-7900			
Proposed Start Date: August 1, 2016		Proposed End Date: (for Medical Telework)			
Address of Alternate Work Location (Including city, state and zip code): [REDACTED] Ex. 6 Residential address					
Phone Number of Alternate Work Location: [REDACTED] Ex. 6 Residential telephone #		Fax Number of Alternate Work Location (if applicable):			
Request: <input type="checkbox"/> New Request Agreement <input type="checkbox"/> Annual Recertification <input checked="" type="checkbox"/> Request for Modification to Existing					
Type of Telework Agreement: <input type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time If Regular Telework, Number of days per week: _____ or number of days per pay period: _____ <input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).					
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	DFS	DFS	DFS	DFS	DFS
Pay Period Week #2					
Official Worksite					
Alternate Work Location	DFS	DFS	DFS	DFS	DFS
Description of Portable Work to be performed at Alternate Work Location: Funds Control Officer duties including but not limited to payroll projections, processing funding vehicles, personnel actions, reprogrammings, HQ taskers, CBOR maintenance/development, FAN oversight, ect.					
Approval/Disapproval (attach additional documentation, if needed): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) <input type="checkbox"/> Disapproved (cite reason(s) below)					
Employee's Signature: <i>Michael McCullough</i>			Date: 7/7/16		
Supervisor's Signature: <i>Carla Kohler</i>			Date: 7/7/16		
DAA/DRA (or designee Signature (For Full-time Telework): <i>[Signature]</i>			Date: 7/7/16		
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.					
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.					

Appendix B- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Michael McCullough	Job Title & Grade: Accountant GS12
Office/Region and Division: Region 7 Office of Policy & Management	
Employee's Work Phone: 913-551-7943	Employee's Work E-mail Address: mcculloug.michael@epa.gov
First-line Supervisor: Carla Kohler	First-line Supervisor's Work Phone: 913-551-7900
Proposed Start Date: August 1, 2016	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (Including city, state and zip code): <div style="background-color: black; width: 300px; height: 20px; display: inline-block;"></div> Ex. 6 Residential address	
Phone Number of Alternate Work Location: <div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div> Ex. 6 Residential telephone #	Fax Number of Alternate Work Location (if applicable):

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ Regular ☐ Episodic ☐ Medical ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	DFS	DFS	DFS	DFS	DFS
Pay Period Week #2					
Official Worksite					
Alternate Work Location	DFS	DFS	DFS	DFS	DFS

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule.

Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;

- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and
- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.)

Date: 7/7/16

Employee's Signature:

Michael McCullough

Date:

7/7/16

Supervisor's Signature:

Carla Kohler

Date:

7/7/16

DAA/DRA (or designee) Signature (For Full-time Telework):

Mike B...

Date:

7/7/16

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a).

Appendix C- NTEU EMPLOYEE SELF-CERTIFICATION SAFETY CHECKLIST

The following checklist is designed to assess the overall safety of the Alternate Work Location (AWL) and must be completed and given to your supervisor with your Telework Application.

	Yes	No	N/A	Comments
1. Is the space free of asbestos material?	X			
2. If NO, is the asbestos undamaged and in good condition?			X	
3. Does the space appear to be free of indoor air quality problems?	X			
4. Is the work space free from excess noise?	X			
5. Is water available and drinkable in the space?	X			
6. Is ventilation adequate?	X			
7. Is a bathroom available with hot and cold running water?	X			
8. Are there handrails for stairs with more than 3 steps?	X			
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	X			
10. Do circuit breakers clearly indicate if they are opened or closed?	X			
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	X			
12. Will the building's electrical system permit the grounding of electrical equipment?	X			
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	X			
14. Do file cabinets and storage closets open so they do not obstruct walkways?	X			
15. Do chairs have stable and secure wheels/casters?	X			
16. Are rungs and legs of chairs stable and sturdy?	X			
17. Are the phone lines, electrical cords and extension wires safely secured?	X			
18. Is the office free of combustible materials?	X			
19. Is there adequate electrical lighting to accomplish the work assignments?	X			
20. Are floors surfaces clean, dry, and level?	X			
21. Are carpets well secured to the floor and free of frayed or worn seams?	X			
22. Are there any other known safety issues that should be addressed for this work space?	X			

Signing this form does not guarantee that the AWL is hazard free, but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their AWL which could impact on health and safety of the employee and others.

Employee's Signature

Michael McCullough

Supervisor's Signature

Carla Kohler

Date

7/7/16

Date

7/7/16